

## Create a shortcut to a Folder

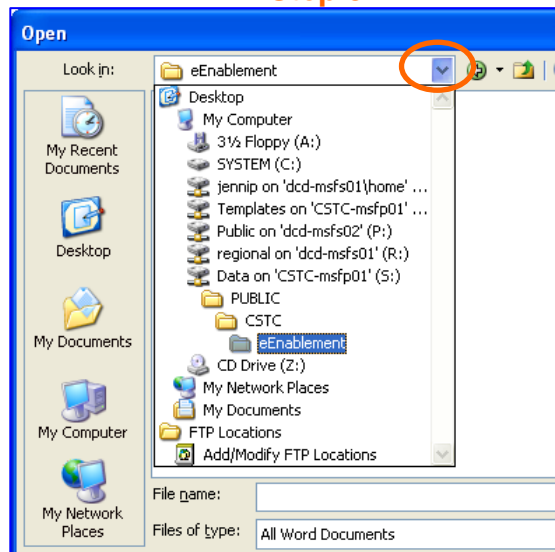
**Did you know...** you can create shortcuts to your frequently used folders? Creating shortcuts assists you to find your most commonly used folders more quickly. Just like adding favorites to Internet Explorer!

### How to:

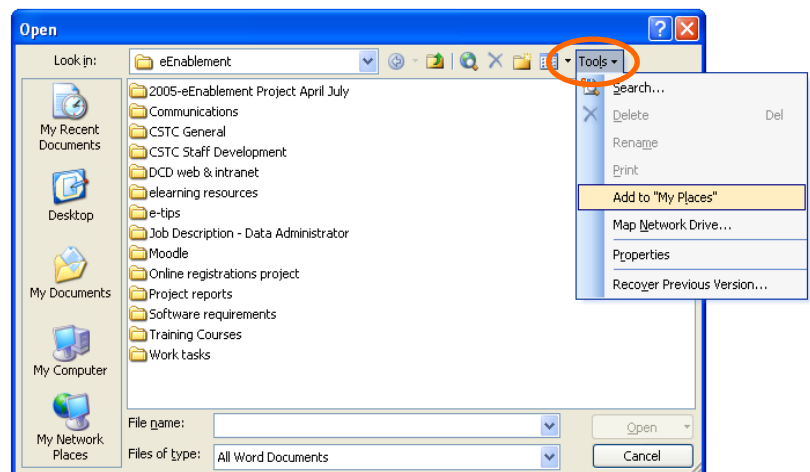
1. Open **Word** (or Excel, or PowerPoint)
2. Click on **File**, and then click on **Open...**
3. Click on the drop down arrow next to the **Look in:** box and navigate to your commonly used folder (Example: eEnablement)
4. Click on the drop down arrow next to the **Tools** button (see example)
5. Click on **Add to My Places**
6. Click on the **drop down arrow** in the bottom left hand side of the open dialog box (usually just below My network Places) to see your new shortcut (see example)
7. Now whenever you open the open dialog box, you can simply **click on your new folder shortcut button** to go to your commonly used folders.

### Example

#### Step 3



#### Step 4



#### Step 6

